

## JOB DESCRIPTION

**Position:** Communications Lead

**Contract Type:** Part-time, Telecommute

**Summary:** Voluntary Unpaid Position

**Reports To:** Executive Director

**Effective:** ASAP

### Organizational Context

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The Communications Lead is charged with driving Africa IQ's external communications efforts globally. Reporting to the Executive Director, and working in close alignment with Africa IQ's management team, the Communications Lead heads the development and delivery of the organization's overall communications strategy in support of core initiatives. The role involves representing Africa IQ externally at the highest levels to support advocacy and campaigning activities. This is an exciting time for the organization as we build on success and look to further raise our public profile and impact.

**About Africa IQ:** Africa IQ is a non-profit organization with a mission to create an Africa beyond aid. We provide access to impartial business intelligence in order to attract and sustain investment in African markets. At the core of our mission is the belief that business rather than aid is the most effective path to sustainable economic growth and development. So we created Africa IQ with the priority to build investor confidence in African markets. We achieve this by providing access to credible and impartial investment intelligence, which has the power to inspire action, change attitudes, and ultimately lead to increased investment in the continent. For more information, visit: [www.africaiq.org](http://www.africaiq.org)

### Key Responsibilities

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The Communications Lead is responsible for managing and coordinating strategic communications efforts for Africa IQ including:

- Develop, own and drive Africa IQ's Communications strategy in alignment with organizational objectives and initiatives;
- Work with Project Leads and Chief Marketing Officer to develop, implement and manage strategic overall and project specific communications plans;
- Write press releases, speeches, talking points, blogs, opinion pieces, and presentations;
- Develop and manage relationships with key national and international media focused on program areas;
- Create and pitch media opportunities for Africa IQ on issues and around key dates;
- Work with Social Media Strategist and Chief Marketing Officer to keep branding and messaging consistent on and offline.

## Core Competencies Required

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This is a varied role requiring excellent written and verbal communication skills with the ability to produce high quality press & communications materials. Must have confidence and the ability to deliver on multiple tasks in a dynamic environment whilst working with cross-functional and multicultural teams. Must be a self-starter with an entrepreneurial spirit able to work independently and demonstrate actionable results. An interest in and passion for Africa's development is a must

## Application Process

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Please send a letter of interest and resume to: [info@africaiq.org](mailto:info@africaiq.org)